

**GUIDE TO
CITIBANK[®] GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR
SETUP/MAINTENANCE FORM**

Form used to add approved A/OPCs.

Section I – Instructions

Section II – A/OPC Information

1. **Name of Agency/Organization Program Coordinator:** Program Coordinator's full name – First name, middle initial and last name (maximum 24 characters total).
2. **Business Mailing Street Address:** Physical mailing address for the Program Coordinator.
3. **Business Phone:** Area code and business phone number.
4. **Fax Number:** Area code and fax number.
5. **Verification Information:** A/OPC to provide identification password (i.e., a control number). This will be requested when the A/OPC contacts Citibank Customer Service for assistance.

Section III – Reporting Parameters

6. **Agency/Organization Name:** Please provide complete name of agency/organization of A/OPC.
7. **Reporting Hierarchy:** The five-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Manager for your Agency's specific codes.

Section IV – Terms and Conditions

8. **Terms and Conditions:** For a **change** of Agency/Organization Program Coordinator, incoming and outgoing A/OPCs must sign the form. If you are **adding an alternate** A/OPC, the current A/OPC and the new, alternate A/OPC must sign the form.

Section V – Internal Use Only

This section is for bank use only.